

U.S. Department of Justice Budget Staff
Training Plan - Budget Analysts, Program Analysts and Budget Technicians

	GS-05	GS-7	GS-09	GS-11	GS-12	GS-13	GS-14	GS-15
Analyst Development Classes								
<u>Introductory Classes</u>								
Intro to Federal Budget Process	X	X	X	X				
DOJ Budget Process	X	X	X	X	X	X	X	X
Intro to Microsoft Excel	X	X	X	X	X	X	X	X
Intro to Microsoft Word	X	X	X	X	X	X	X	X
Intro to PowerPoint	X	X	X	X	X	X	X	X
Intro to Microsoft Access	X	X	X	X	X	X	X	X
Review of 132s and 133s (internal JMD/BOG course)	X	X	X	X	X	X	X	X
Intro to Spring Call Review (internal JMD/BS)			X	X	X	X	X	X
Review of Quarterly Status Reports (internal JMD/BS)	X	X	X	X	X	X	X	X
MAX training (OMB)	X	X	X	X	X	X	X	X
PART training (OMB)			X	X	X	X	X	X
FMIS training (internal JMD/FS)	X	X	X	X	X	X	X	X
Review of Budget Exhibits (internal JMD/BOG course)	X	X	X	X	X	X	X	X
Review and Preparation of Transcripts and QFRs (internal JMD/BS course)			X	X	X	X	X	X
Teambuilding	X	X	X	X	X	X	X	X
Budget Execution			X	X				
Budget Formulation			X	X				
Appropriations Law			X	X				
Budget Estimating Techniques			X	X				
Data Collection Techniques			X	X				
Writing Effective Budget Justifications			X	X				
<u>Intermediate / Advanced Classes</u>								
Basic Accounting Concepts	X	X	X	X	X	X	X	X
Federal Financial Management Review			X	X	X	X	X	X
Congressional Operations Seminar			X	X	X	X	X	X
Briefing and Presentation Skills			X	X	X	X	X	X
Budget Presentation/Justification			X	X	X	X	X	X
Advanced Techniques in Budget / Program Analysis			X	X	X	X	X	X
Appropriations Law Refresher						X	X	X
Intermediate/Advanced Microsoft Excel	X	X	X	X	X	X	X	X
Intermediate/Advanced Microsoft Word	X	X	X	X	X	X	X	X
Intermediate/Advanced PowerPoint	X	X	X	X	X	X	X	X

X

	GS-05	GS-7	GS-09	GS-11	GS-12	GS-13	GS-14	GS-15
Intermediate/Advanced Microsoft Access	X	X	X	X	X	X	X	X
Time Management Techniques	X	X	X	X	X	X	X	X
GPRA/Performance Management Training			X	X	X	X	X	X
President's Management Agenda			X	X	X	X	X	X
Problem Solving/Decision-Making			X	X	X	X	X	X
Practical Statistics			X	X	X	X	X	X
Advanced Writing/Editing			X	X	X	X	X	X
Leadership Development Classes								
<u>Introductory Classes</u>								
DiSC Assessment or Myers-Briggs	X	X	X	X	X	X	X	X
Negotiation Skills			X	X	X	X	X	X
Leading Teams & Groups				X	X	X	X	X
Coaching Skills to Improve Work Performance						X	X	X
Management Assessment						X	X	X
Management Development Seminar						X	X	X
<u>Advanced Classes</u>								
SES Forum Series								X
Executive Assessment							X	X
Executive Communications Workshop: Interpersonal Communication							X	X
Executive Development Seminar							X	X
Federal Executive Institute								X

**U.S. Department of Justice Budget Staff
Training Plan - Secretaries**

	GS-05	GS-7	GS-08
Office Management Skills/Office Procedures	X	X	X
Records Management & File Retention	X	X	X
Basic Interpersonal Skills	X	X	X
Team Building	X	X	X
Dealing with Difficult People	X	X	X
Stress Management for Support Staff	X	X	X
Problem Solving	X	X	X
Basic Accounting Principles	X	X	X
Travel Authorizations & Vouchers	X	X	X
Basic Federal Travel Regulations	X	X	X
Contracting Basics for Support Staff/Admin	X	X	X
Timekeeping (NFC STAR)	X	X	X
Credit Card Purchasing	X	X	X
FMIS training (internal JMD/FS)	X	X	X
Editing & Proofing	X	X	X
Writing Skills	X	X	X
Intro to Microsoft Word	X	X	X
Intro to Microsoft Excel	X	X	X
Intro to Microsoft Access	X	X	X
Intro to PowerPoint	X	X	X
Intermediate/Advanced Microsoft Word	X	X	X
Intermediate/Advanced Microsoft Excel	X	X	X
Intermediate/Advanced Microsoft Access	X	X	X
Intermediate/Advanced PowerPoint	X	X	X